

TERMS OF REFERENCE FOR WORKING GROUP - ENVIRONMENTAL SUSTAINABILITY -

This new *working group* concentrates on *environmental sustainability*. Its deliverable will support the producers to share their continuous improvement efforts towards environmental sustainability as it pertains to their farming environment.

While the GLOBALG.A.P. Integrated Farm Assurance (IFA) standard addresses soil, water, energy, biodiversity and other sustainability topics, the GLOBALG.A.P. Community Members have indicated their interest in having a complementary solution in environmental sustainability. It shall allow progressive development as this field will continue to develop over time.

1. SCOPE

- 1.1. The main task will be to develop an environmental sustainability solution in the form of an add-on to the Integrated Farm Assurance standards and/or a stand-alone standard, to be launched in 2025.
- 1.2. The working group shall discuss ways of how GLOBALG.A.P. can further embrace environmental sustainability under the principles of no duplication on farm level in terms of certifications, and harmonization with existing sustainability programs as well as cost effective adoption of G.A.P. in partnership with them.
- 1.3. There will be 4 phases for this working group (indicative period May 2023 – Nov 2025). Most of the work takes place during phases 1 to 3:
 - Phase 1: May 2023 – Sep 2023 Refinement of framework, and content development of the Sustainability Solution towards public consultation
 - Phase 2: Oct 2023 – March 2024 Feedback during public consultation
 - Phase 3: April 2024 – June 2024 Finalization and submission for approval in a multistakeholder governance process of GLOBALG.A.P.
 - Phase 4: July 2024 – Nov 2025 Support around the launch of the Sustainability Solution.

2. MEMBERSHIP AND ATTENDANCE

2.1 Composition

- 2.1.1 The working group shall consist of stakeholders whose expertise is relevant to the field of environmental sustainability. These group members do not have to be GLOBALG.A.P. Community Members (Retailer/Food Service/Manufacturer, Supplier or Associate).

However, in the initial composition of the working group, the minimum number of **GLOBALG.A.P. members** of the working group is **two (2)**, of which at least **one (1)** is a **GLOBALG.A.P. Retailer/Food Service** and at least **one (1)** is a **GLOBALG.A.P. Producer/Trader** member. In the initial composition, it is preferable that at least 1 member of the working group shall be from the Fruit and Vegetables (FV) Technical Committee member, 1 from the Flowers and Ornamentals (FO), 1 from the Combinable Crops (CC) and 1 from the Compound Feed Manufacturing (CFM) Focus Group.

- 2.1.2 Any GLOBALG.A.P. Advisory Board member and GLOBALG.A.P. Managing Director is allowed to attend any working group meeting as observers.
- 2.1.3 The Advisory Board reserves the right to appoint additional members based on expertise.
- 2.1.4 A GLOBALG.A.P. staff member shall be an ex officio member of the working group as facilitator.

2.2 Eligibility Criteria

- 2.3.1 Applications will be assessed by the GLOBALG.A.P. Secretariat, proposed to and finally appointed by the Advisory Board against written evidence towards the following criteria:
- Role within the industry.
 - Knowledge of and impact in the industry with regards to sustainable farming, including enablers like sustainability finance, sustainability reporting and capacity building.
 - Knowledge (science-based/technical) of sustainable farming and the effect of farming on the environment.
 - Practical experience of implementation.
 - Any potential or current conflicts of interest must be disclosed for consideration and shall be presented to the Advisory Board for resolution, if needed.

2.3 Attendance and Participation

- 2.3.1 GLOBALG.A.P. requests the following from working group participants:
- Active and constructive participation
 - Professional approach
 - Openness about any agenda that may be in conflict of interest
- 2.3.2 All (or most) meetings will be virtual (set up in Microsoft Teams)
- 2.3.3 All meetings set by the members of the working group shall be attended. Depending on the agenda, some meetings might not require attendance by all members of the working group. Parallel meetings will be considered to increase efficiency.
- 2.3.3 If members do not attend set meetings in a 3-month period, their membership in this working group will be canceled.
- 2.3.3 The initial phase May – Sep 2023 until public consultation 1 will expectedly require more frequent meetings. The meeting time and duration will be discussed and will take into account the time-zones of the working group members.
- 2.3.4 Working group members shall be able to communicate in English.

2.4 Term of the Working Group

- 2.4.1 Membership in the working group is for the duration of the finalization of the environmental sustainability solution and the presentation of recommendations for

approval in a multistakeholder governance process of GLOBALG.A.P. Expected duration is May 2023 – Nov 2025.

- 2.4.2 Should a member need to resign from the committee for any other reason the GLOBALG.A.P. Secretariat will, with consultation with the group, consider a replacement if needed.
- 2.4.3 Members of this working group will be listed (first and last name and affiliation) on the GLOBALG.A.P. website
- 2.4.4 Interested individuals may at any time contact the GLOBALG.A.P. Secretariat at committees@globalgap.org with a brief explanation of why they are suitable candidates to be included as working group members.

3. RESPONSIBILITIES OF THE WORKING GROUP

- 3.1. The working group is supported and guided by the GLOBALG.A.P. Secretariat. Output will be presented to the relevant technical committees and Advisory Board for approval.
- 3.2. The working group has the following responsibilities:
 - Elaborate the principles and criteria and supporting tools to complete the Environmental Sustainability solution.
 - Advise the GLOBALG.A.P. Advisory Board and Technical Committees in a technical capacity when called upon.

4. WORKING GROUP CHAIR AND VICE CHAIR

- 4.1. A chairperson will be assigned by the Advisory Board.
- 4.2. The group will elect 2 vice-chairpersons: one representing retail/food service and one representing producers/suppliers.
- 4.3. Any member of the working group may nominate themselves for these roles. The chair is appointed, and vice-chairs elected for the duration of the working group activity.
- 4.4. In case the chair is not able to fulfill their duties temporarily, the one of the vice-chairs shall take over the duties.
- 4.5. The role and responsibilities of the chair include the following:
 - Chair all meetings, ensuring there is open and adequate discussion on each agenda item.
 - Approve agendas and minutes of all meetings.
 - Facilitate decision-making amongst members.
 - Work with the GLOBALG.A.P. Secretariat representative to ensure that the composition of the working group is balanced, and that commitment of all members is tracked through attendance and activity.
 - Attend technical committee and/or Advisory Board meetings on request.

5. DECISION-MAKING

- 5.1. Decisions on proposals for the development of the solution shall be consensus-based, which is defined here as the absence of sustained opposition to a decision.
- 5.2. Where consensus cannot be reached, the working group shall revert to decisions by 75% majority of those present.
- 5.3. Minority statements shall be included in meeting minutes.

6. COMMUNICATION

- 6.1. The relevant technical committees, focus groups, and Advisory Board shall receive the minutes of the working group meetings. The Secretariat shall support the working group and is a necessary intermediate.
- 6.2. The working group shall receive technical committee and Advisory Board meeting minutes that relate to relevant issues.
- 6.3. All communication shall be in English.

7. DATA PROTECTION

- 7.1. Working group members shall comply with all applicable data protection regulations at all times, especially the European Data Protection Regulation 2016/679 (“GDPR”).
- 7.2. GLOBALG.A.P. processes the working group members’ personal data only for the preparation, administration and performance of the working group meetings on the legal basis of Art. 6(1) b) GDPR. Further information on the processing of personal data by GLOBALG.A.P. can be found in GLOBALG.A.P.’s privacy policy under https://www.globalgap.org/uk_en/Privacy-Policy/

8. CONFIDENTIALITY AGREEMENT

The working group members have the obligation to maintain the strictest confidentiality about all the information, documents and decisions of the meetings that affect the committee, unless expressly authorized otherwise on specific issues by the particular committee.

All working group members shall observe the anti-trust statement (addendum 1 of this document).

Each member of the working group shall confirm this by signing the confidentiality agreement (addendum 2 of this document). All guests and observers shall sign the confidentiality agreement.

ADDENDA

1. Anti-Trust Statement

Members of this working group shall not enter into any discussion or activity that may infringe, on its part or on the part of their membership, suppliers, customers, branch and any applicable competition law. By way of example, members of this committee shall not discuss, communicate or exchange information relating to prices, marketing and advertising strategy, cost and revenues, trading terms and conditions with third parties, including purchasing strategies, terms of supply, trade programs, or distribution strategies, etc.

Members of this working group shall not engage in discussions or activities that could lead to the boycott of a supplier or customer or to the understanding that a named supplier or customer is not a suitable business partner.

CONFIDENTIALITY AGREEMENT WORKING GROUPS

2. Confidentiality Agreement

Each member, guest, or observer of the working group shall sign the confidentiality agreement.

I have read and agree with the Terms of Reference for the Working Group
Environmental Sustainability.

First Name

Last Name

Organization

I have the obligation to maintain the strictest confidentiality about all the information, documents and decisions of the meetings that affect the working group, unless expressly authorized otherwise on specific issues by the particular working group.

Date

Signature